



DEPARTMENT OF FIRE, BUILDING AND LIFE SAFETY

1110 WEST WASHINGTON, SUITE 100
PHOENIX, ARIZONA 85007
(602) 364-1003
(602) 364-1052 FAX

OFFICE OF ADMINISTRATION * OFFICE OF MANUFACTURED HOUSING * OFFICE OF STATE FIRE MARSHAL

RELOCATION FUND - RENT INCREASE REQUEST PROCEDURE:

The Department of Fire, Building and Life Safety requests the following information to begin the initial application analysis regarding requests for relocation assistance because of a rent increase:

- 1) A copy of the rent receipt, or rent statement showing the **base rent** paid prior to the rent increase notice, as stated in A.R.S. § 33-1476.04 (A).
- 2) A copy of the **90-Day Notice** from the park showing the amount of rent increase as stated in A.R.S. § 33-1432 (F) and 33-1476.04 (A) and (B).
- 3) A copy of your title or a notarized document showing ownership.
- 4) A copy of your **personal property tax statement** showing a zero balance due as well as a **valuation form** showing payment into the Relocation Fund.

The Department requests a letter asking for assistance from the Relocation Fund regarding a rent increase, with the mobile home owner's name, address, space number, and phone number, along with the above information. After review and computation using the formula as stated in ARS § 33-1476.04 (3) the Department will notify you whether or not you qualify for assistance from the Relocation Fund because of a rent increase.

DEPARTMENT OF FIRE, BUILDING AND LIFE SAFETY

REQUEST FOR RELOCATION ASSISTANCE

I hereby request assistance from the Mobile Home Relocation fund as set forth in A.R.S. § 33-1476.01. By signing this form, I certify that I am a tenant as defined in A.R.S. § 33-1409.28 and eligible to receive assistance.

(Signature of Tenant)

(Date)

(Social Security No.)

TENANTS NAME _____

(Please Print)

PARK NAME _____

UNIT ADDRESS: _____

Space No.

CITY/ STATE/ ZIP CODE: _____

PHONE NUMBER: _____ SINGLE-WIDE _____ DOUBLE-WIDE _____

UNIT SIZE: _____ YEAR: _____ MANUFACTURER _____

Please attach a copy of your paid personal property tax statement with a valuation form to show that you have a zero balance due and that you paid into the relocation fund as well as a copy of your title or a notarized document showing ownership.

Mailing Address if different from where unit is:

This form must be completed and returned along with documents to:

ATTENTION: RELOCATION FUND DEPARTMENT,
DEPARTMENT OF FIRE, BUILDING AND LIFE SAFETY
1110 W. Washington St., Suite #100
Phoenix, Arizona 85004
Joni.cage@dfbls.az.gov

INSTRUCTIONS FOR THE ATTACHED SAMPLE CONTRACT

Step One: Attached is a sample contract for you to **give to the Licensed and Bonded Installer** to move your Mobile Home. This sample contract contains all the information required for the licensed and bonded installer to include in a contract with the mobile home owner.

Step Two: Once you have determined the installer you want contract with to move your Mobile Home mail, fax or deliver in person a copy of the signed contract to the Department of Building and Fire Safety.

The Deputy Director will approve, or disapprove the contract. You must receive the approval letter from this Department first before you will be paid out of the Relocation Fund. Do not move your home until you receive the **approval letter** from the Director of the Department of Building and Fire Safety, or the State cannot pay for your move from the Relocation Fund.

THE MOBILE HOME RELOCATION FUND

Required Elements in a Relocation Contract

NOTE: This is a **SAMPLE ONLY**, all contracts must contain at least the information shown below.

1. NAME OF INSTALLER
2. ADDRESS OF INSTALLER
3. TELEPHONE NUMBER OF INSTALLER
4. INSTALLER'S FEDERAL ID NUMBER
5. DATE OF CONTRACT & SIGNATURES
6. INSTALLER'S LICENSE NUMBER

<u>HOME OWNER INFORMATION</u> NAME: ADDRESS: PHONE NUMBER:	<u>CURRENT LOCATION OF MOBILE HOME</u> ADDRESS & SPACE NUMBER:
<u>DESCRIPTION OF HOME</u> SINGLE OR MULTI-WIDE: SIZE: MANUFACTURER: SERIAL NUMBER: YEAR MANUFACTURED: HUD LABEL IF ANY:	NEW RELOCATION ADDRESS: ADDRESS & SPACE NUMBER: ESTIMATED NUMBER OF MILES TO BE MOVED

LISTING OF APPURTENANCES ATTACHED TO THE HOME, INCLUDING ESTIMATE OF SIZE:

(Awnings, Skirtings, Coolers or Air Conditioners, Sheds, Porches, Carport, etc.)

NOTE: The relocation fund covers only the moving expenses: including the taking down, transporting and setting up the mobile home with the identical or substantially similar improvements as were originally attached to the tenant's mobile home.

DETAIL OF WORK TO BE PERFORMED AND CHARGES:

NOTE: Must include all disassembly, transportation and installation of mobile home.

INSTALLATION PERMIT NUMBERS:

NOTE: Obtaining the installation permits are the **responsibility of the homeowner**.

MOVING DATE:

NOTE: The contract must be submitted, mailed or delivered to THE DEPARTMENT OF FIRE, BUILDING AND LIFE SAFETY at least 30 days prior to the effective date of the rent increase and the home must be moved pursuant to that contract within forty-five days after the effective date of the rent increase. **HOMEOWNER'S SIGNATURE & DATE, AND INSTALLERS' SIGNATURE & DATE MUST BE INCLUDED IN EVERY CONTRACT.**

NOTE: All of the above information **MUST** be included in every contract for approval: upon completion of the relocation, a check will be issued directly to the Installer, in the Installer's name only. Proof of completion of the relocation will require the Installer to submit the following documents to the Department: 1) A copy of the Permit to move the mobile home; and 2) A copy of approval documentation from the local jurisdiction for utilities following the inspection of the mobile home at its new location.

DELIVERY INSTRUCTIONS FOR CHECK DISBURSEMENT TO INSTALLER

Please provide accurate address information for check delivery preference. Returned mail can delay checks 4-6 weeks.

PLEASE CHECK ONE AS APPLICABLE:

☐ **MAIL CHECK** ☐ **PICK UP**

☐ **MAILING ADDRESS:**

Mail to above address **before**
this date: _____

☐ **MAILING ADDRESS:**

Mail to above address **after**
this date: _____

REQUEST FOR PICK UP:

I, _____, will pick up check from the office. Please contact me at
() _____ - _____ once check is ready for pick up.

OR

I, _____, give, _____, permission to pick up check in my place. Please contact
them at () _____ - _____ once check is ready for pick up.

SIGNATURE

DATE

UPDATED AND EFFECTIVE AS OF JANUARY 2008

ARIZONA REVISED STATUTE § 33-1476.04

RELOCATIONS DUE TO RENT INCREASE; MOBILE HOME RELOCATION FUND APPLICABILITY

- A. **A tenant is eligible for payment from the mobile home relocation fund if all the following conditions are met.**
1. The tenant resides in a mobile home that is owned by the tenant and that is located in a mobile home park.
 2. A rent increase will be effective at the expiration or renewal of the tenant's rental agreement.
 3. The rent increase either singly or in combination during any consecutive twelve month period is more than a total of ten per cent plus the current increase in the Consumer Price Index over the most recent one year period before the date of the notice of the rent increase. In this paragraph, "Consumer Price Index" means the "West-A" index that is published by the UNITED STATES DEPARTMENT OF LABOR, BUREAU OF LABOR STATISTICS, and that demonstrates changes in prices in certain cities in the western United States.
- B. A landlord who increases rent as prescribed by subsection A of this section shall give written notice of the applicability of this section to all affected tenants.
- C. A tenant is eligible to receive relocation expenses pursuant to subsection A of this section as follows:
1. At least thirty days before the effective date of the rent increase that exceeds the limits prescribed by subsection A of this section the tenant shall submit a contract for relocation of the mobile home to the Director for approval and to the landlord.
 2. Before the effective date of the rent increase, the tenant shall relocate the mobile home or have a fully signed contract with a licensed moving company to move the mobile home to a specific location by a specific date, and must have moved the mobile home pursuant to that contract within forty-five days after the effective date of the rent increase.
 3. The director shall approve, or disapprove the contract submitted within fifteen days after the receipt of the contract, and the contract is deemed to be approved on the sixteenth day if the director takes no action. The payment of relocation expenses as provided in rules adopted by the director. If the contract is not approved the tenant may appeal to an administrative law judge pursuant to title 41, chapter 16, article 5. The tenant shall provide notice pursuant to section §33-1451, subsection A, paragraph 6 if the tenant relocates.
 4. On approval, the tenant is eligible for the lesser of the actual moving expenses of relocating the mobile home, or **five thousand dollars** for a single section mobile home or **ten thousand dollars** for a multi-section mobile home. Compensable moving expenses include the cost of taking down, moving and setting up the mobile home in the new location if the mobile home is relocated to a residential location within a one hundred mile radius of the vacated mobile home park. Note: If the home was ground set, based on the sole judgment of the director the tenant may collect additional monies not to exceed **two thousand five hundred dollars** for the incremental cost.
- D. As an alternative to receiving payment as prescribed in subsection c of the section, a tenant who is eligible to receive payment pursuant to subsection A of this section may abandon the mobile home in the mobile home park and collect an amount equal to one-fourth of the maximum allowable moving expense for that mobile home from the mobile home relocation fund. *See website for abandonment details.*
- E. This section does not apply to rent increases that are prescribed in a written agreement.
- F. Nothing in this section shall be construed to make any rent increase unreasonable.

ARIZONA REVISED STATUTE § 33-1432 (F)

- F. Each tenant shall be notified, in writing, of any rent increase at least ninety days prior to the increase by first class or certified mail or by personal delivery. The mobile home parks hearing officer has jurisdiction to determine whether notices have been served properly and in a timely manner.